

FLEET ADMINISTRATION SUPERVISOR

Class Definition

Under direction, performs supervisory work in the day-to-day operations of the Fleet Management Division and plans and supervises the administrative support functions and the fleet computer systems.

Distinguishing Characteristics

Fleet Administration Supervisor is a single position class. Reporting to the Fleet Manager, the incumbent independently administers the division's fleet computer systems and exercises considerable independent judgement required to supervise the identification, recommendation, and implementation of cost savings and efficiency measures related to fleet equipment purchase and operation. This class differs from Fleet Manager in that the incumbent of the latter directs the total fleet operation.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Administers fleet computer system operations including oversight of automated PC-LAN information systems such as the equipment management system and fuel management system.

Plans and assigns, through subordinate staff, the review of the City's vehicle and equipment needs; drafts requirements specifications formatted for the bidding and acquisition of vehicles and equipment.

Supervises the inspection of bids submitted, recommendations regarding acquisition; and ensures manufacturer's compliance.

Oversees the determination of optimum fleet replacement schedules, appropriate fleet charges, and other studies to institute maximized efficiency and effectiveness measures.

Oversees program compliance with federal, state and local mandates; ensure accurate and timely reporting for conformance.

Oversees the preparation of the division budget, establishment of service charges and the equipment replacement list; and coordinates special projects.

Supervises administrative and clerical staff and assigned functions.

Arranges for fleet asset disposal after City life cycles or as necessary.

Prepares special studies and reports.

May act for the Fleet Manager in his absence.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of computer systems administration and the ability to oversee fleet systems in day to day operations and the production of reports.

Knowledge of vehicle and equipment specification development and acquisition methods and procedures.

Knowledge of the principles and practices of public administration, governmental budgeting, personnel administration, procurement methods, and current office management methods and practices.

Extensive knowledge of the operational principles of a diverse automotive fleet, gasoline, diesel and alternatively fueled engines and the accepted practices for automotive and equipment preventive maintenance and repair.

Knowledge of federal, state and local safety and performance regulations for equipment and the trade, including CAL-OSHA requirements.

Ability to plan and supervise the work of subordinate staff including evaluation of workloads and resources and implementation of adjusted work plans, processes and procedures to meet changing demands.

Ability to collect, compile, and interpret technical and statistical data and to analyze problems and make appropriate recommendations.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

A Bachelor's Degree from an accredited college or university in public or business administration, automotive or industrial technology or related field; AND, two years of supervisory experience in the acquisition and/or maintenance of vehicles and equipment in the automotive industry. Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____

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